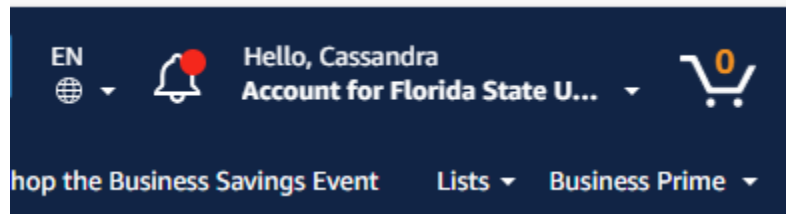


FSU Amazon Student Group Users Instructions

Steps for Ordering Items

1. Reach out to SGA Accounting for an invitation to Amazon Business.
2. Go to Amazon.com and sign on to FSU's Amazon Business Prime utilizing your FSU student ID and password.

Make sure you are logged into the FSU Business account. You can switch between FSU and personal account by hovering over "Hello, Your Name" and click on Switch Accounts. This will enable you to switch between regular Amazon and Business Amazon.



3. Search for the item(s) that you want to order.

FSU is not able to order from any foreign countries of concern. **Foreign Countries of Concern (FCOC) include:**

- The People's Republic of China (Hong Kong, Macau)
- The Russian Federation
- The Islamic Republic of Iran
- The Democratic People's Republic of Korea (North Korea)
- The Republic of Cuba
- The Venezuelan regime of Nicholas Maduro
- The Syrian Arab Republic

Scan the Sold by and Fulfilled by information on the right-hand side of the screen under the Add to Cart button. **If Sold by and Fulfilled by vendor from a FCOC, an item cannot be ordered.**

In the below example, the item is Sold by Jiangang Yang in China and Fulfilled by Amazon. The item is available via Prime and ships in less than 3 days, therefore it is allowable.

\$7⁹⁹ (\$0.01 / Foot)
 ✓prime One-Day
 FREE Returns
 FREE delivery **Tomorrow, January 30**. Order within **7 hrs 1 min**
 Shorter shipping distance
 Deliver to - Tallahassee, 32304
In Stock
 Quantity: 1
 Add to cart
 Secure transaction
 Sold by Jiangang Yang and Fulfilled by Amazon.
 Return policy: 30-day refund/replacement
☐ Add a gift receipt for easy returns

Detailed Seller Information

Business Name:Jiangang Yang

Business Address:

石亭子镇治塘村12组

湖南省

祁东县

421600

CN

4. Add desired items to your Amazon cart. Once you have completed your cart, save it as a Word or pdf to attach and submit your NoleCentral purchasing request.

Shopping Cart

	Price
 100 Sheets Floral Wrapping Paper for Bouquet, Waterproof Flower Bouquet Paper Wrap with Butterflies, Rhinestone Pins, Ribbons and Wooden Sticks for Flower B... In Stock Organization restricted ✓prime Two-Day FREE delivery Fri, Jan 31 FREE Returns Qty: 1 Buying in bulk? Delete Save for later Share	\$23.99 No better price found
 Giegxin 4 Rolls 40 Yard Satin Ribbon Bulk Valentine's Day Gift Ribbon Rolls Colorful Solid Color Fabric Decor for Gift Wrapping Wedding Bouquet Easter Bab... Only 20 left in stock - order soon. Organization restricted ✓prime Two-Day FREE delivery Fri, Jan 31 FREE Returns Color: White Pink Red Rose Red Size: 3/8 Inch Qty: 1 Request quote for 999+ Delete Save for later Share	\$8.99 No better price found
Subtotal (2 items): \$32.98	

Subtotal (2 items): **\$32.98**

☐ This order contains a gift

Proceed to checkout

Pair with your cart



Fiezoo 25 Yards Red Satin Ribbon 1 1/2inc...

★★★★★ 400
\$5.59
✓prime
Add to cart



Baocuan 1-1/2 inch Wine red Satin Ribbo...

★★★★★ 822
\$8.99
✓prime
Add to cart



Baocuan 1-1/2 inch Royal Blue Satin Ribb...

★★★★★ 822
\$9.99
✓prime
Add to cart

5. Log into Nole Central. Attach Amazon cart details to obtain Nole Central Purchasing Request (PR number).

6. Return to Amazon website. Enter your RSO Name & PR Number to checkout your cart

amazon

Checkout (2 items)

1 Group

Student Groups (Florida State University)

2 Business order information

⚠ Your order requires approval

- It contains restricted items. [View items \(2\)](#)
- You can place the order but please note that it may not comply with your organization buying policies. [View admin notes \(1\)](#)

RSO Name

Womens Law Symposium

PR Number

18686

Comments for approver (optional)

100 characters left

Add an additional approver?

Continue

Continue

Set business order information to continue checking out. You'll still have a chance to review and edit your order before it's final.

Order Summary

Items (2):	\$32.98
Shipping & handling:	--
Total before tax:	--
Estimated tax to be collected:	--
Order total:	--

How are shipping costs calculated?

. Click continue. Then confirm the shipping address. Do not alter or change the shipping addresses.

1 Group

Student Groups (Florida State University)

2 Business order information

PO number: No value entered

RSO Name: Womens Law Symposium

PR Number: 18686

Change

3 Choose a shipping address

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To:

Enter Recipient Name

This will be applied to only this order.

Group Student Groups addresses

Shipping to more than one address?

☒ FSU SGA 75 N WOODWARD AVE, STUDENT UNION 3260, TALLAHASSEE, FL, 32306, United States, Phone: 850-644-0078

☐ FSU College of Law 425 W JEFFERSON ST, TALLAHASSEE, FL, 32306, United States, Phone: 850-644-3400

☐ FSU College of Medicine 1115 W CALL ST, TALLAHASSEE, FL, 32306, United States, Phone: 850-644-1855

Use this address

Use this address

Choose an address to continue checking out. You'll still have a chance to review and edit your order before it's final.

Order Summary

How are shipping costs calculated?

7. Payment method should default to credit card. Do **not** select invoice.

3 Shipping address FSU SGA
75 N WOODWARD AVE
STUDENT UNION 3260
TALLAHASSEE, FL 32306

Change

4 Choose a payment method

Close X

Net terms

☐  Pay By Invoice
Provided by your organization

Student Groups credit and debit cards

☒  Visa ending in 1536
Provided by your organization
Reference number (optional):

Name on card

Expires on

Laurel McKinney

08/2025

Your available balance

Use this payment method

Use this payment method

Continue to step 5 to finish checking out.
You'll have a chance to review and edit your
order before it's final.

Order Summary

Items (2): \$32.98
Shipping & handling: --
Total before tax: --
Estimated tax to be collected: --

Order total: --

[How are shipping costs calculated?](#)

5 Items and shipping

Delivery date: Jan. 31, 2025

[Review order](#)



100 Sheets Floral Wrapping Paper for Bouquet,
Waterproof Flower Bouquet Paper Wrap with Butterflies,
Rhinestone Pins, Ribbons and Wooden Sticks for Flower
Bouquets DIY Crafts Packaging



Giegxin 4 Rolls 40 Yard Satin Ribbon Bulk Valentine's Day
Gift Ribbon Rolls Colorful Solid Color Fabric Decor for

8. Confirm cart contains desired item

Business Prime Exclusive

Save when using Amazon Day! Get up to 1% back on eligible items shipped with Amazon Day when it's set as your default delivery option, up to the yearly cost of your organization's Business Prime membership fee. Need an item faster? You can still choose fast, FREE shipping at any time. Terms and Conditions apply.

Estimated Delivery: Depends on Approval For example, if approved now: Friday, Jan. 31
Items shipped from Amazon.com



100 Sheets Floral Wrapping Paper for
Bouquet, Waterproof Flower Bouquet
Paper Wrap with Butterflies,
Rhinestone Pins, Ribbons and Wooden
Sticks for Flower Bouquets DIY Crafts
Packaging

 Show all admin messages (1)

\$23.99 ✓prime & FREE Returns ✓

Qty: 1

Sold by: Flasoos Shop

 Add gift options

Tax Exemption Applied. [Remove](#)



Giegxin 4 Rolls 40 Yard Satin Ribbon
Bulk Valentine's Day Gift Ribbon Rolls
Colorful Solid Color Fabric Decor for
Gift Wrapping Wedding Bouquet
Easter Baby Shower(3/8 Inch,White
Pink Red Rose Red)

 Show all admin messages (1)

\$8.99 ✓prime & FREE Returns ✓

Qty: 1

Choose your Prime delivery option:

☒ **Friday, Jan 31**

FREE Prime Delivery

☐ **Monday, Feb 3**

FREE Amazon Day Delivery

Set Amazon Day as your default delivery option and
get money back

[Change delivery day](#)

Or choose your pickup location:

 **Pickup available nearby**

[Choose a location](#)

Submit order for approval

By placing your order, you agree to the
[Amazon Business Accounts Terms and
Conditions](#) and Amazon's [privacy notice](#).

Order Summary

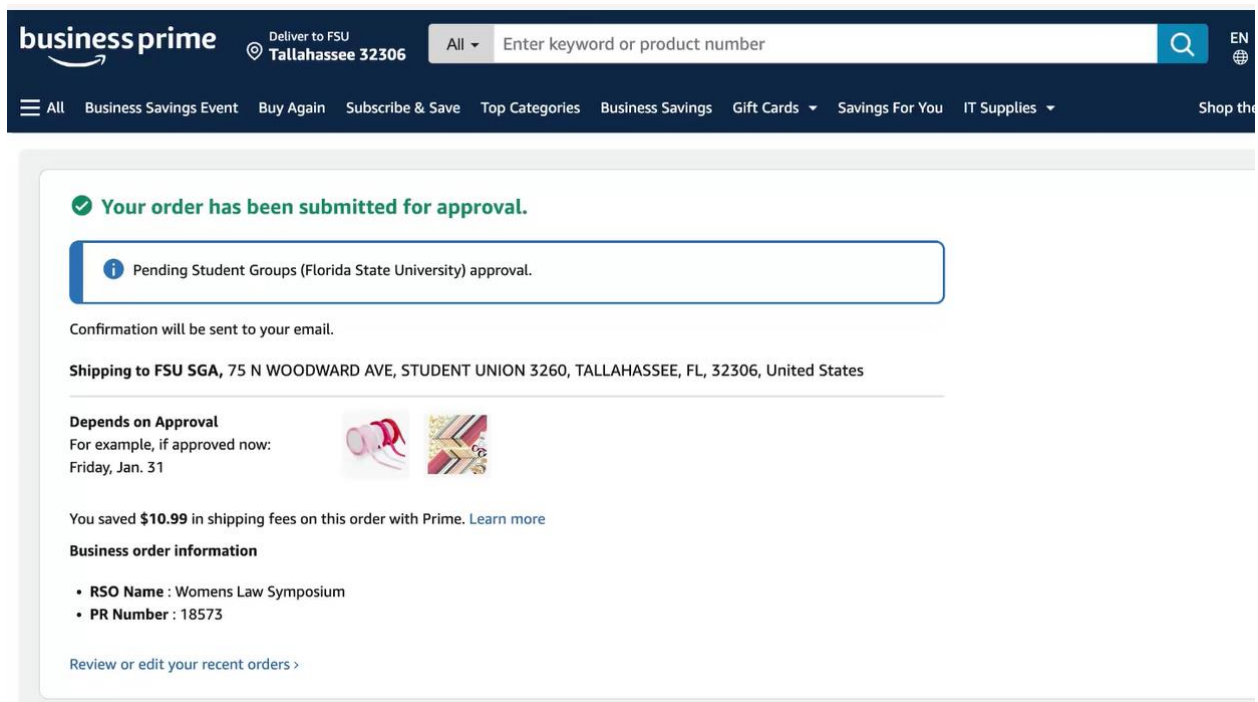
Items (2): \$32.98
Shipping & handling: \$0.00
Total before tax: \$32.98
Estimated tax to be collected: \$0.00

Order total: \$32.98

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to
your order.

9. Click submit order for approval. You must submit the cart or SGA Accounting cannot approve your order.



10) Items should be available for pickup in the Union Student Engagement Office 1-2 days after Amazon system delivery date. Bear in mind campus mail delivery and allow time to for items to reach Union SE Office.

Steps for Cancellation of Ordered Item (prior to delivery)

- 1) Go to your Account Order History and select order # to cancel. Click 'Cancel items.'

Orders Buy Again Not Yet Shipped Digital Orders Local Store Orders Amazon Pay Cancelled Orders

Viewing 4 orders placed in All orders Last 30 days

Order placed February 13, 2025 Total \$39 Ship to FSU SGA (Laurel/Danielle/Rosalind) Placed by Ashvi Luthra Student Groups Order # 113-2546099-5000213 View order details Printable Order Summary

This order was approved. View details

Arriving Tuesday

 Sailor Fountain Pen (Fine) Lecoque Power Stone Color with converter & W zipper case(Japan Import) (Garnet) \$39 Buy it again

Track package Cancel items Change Payment Method View or edit order Ask Product Question

Order placed February 5, 2025 Total \$354.59 Ship to FSU SGA (Laurel/Danielle/Rosalind) Placed by Ashvi Luthra Student Groups Order # 113-5668208-0393001 View order details Printable Order Summary

This order was approved. View details

Delivered February 7

2) Click 'Cancel selected items in this order.'

Your Account > Your Orders > Order Summary #113-2546099-5000213 > Cancel

Are you sure you want to cancel this order?

Items Ordered

1 of: Sailor Fountain Pen (Fine) Lecoque Power Stone Color with converter & W zipper case(Japan Import) (Garnet) [Office Product]	Price
Condition: New Sold by: Shimanoya Japan (seller profile) - 1 item(s) Gift options: None	\$39.00 ☒

Reason for cancellation (optional):

Cancel selected items in this order

Return to order summary

3) This is what you should do to confirm cancellation of the order.

Your Account > Your Orders > Order Details

This order has been cancelled.

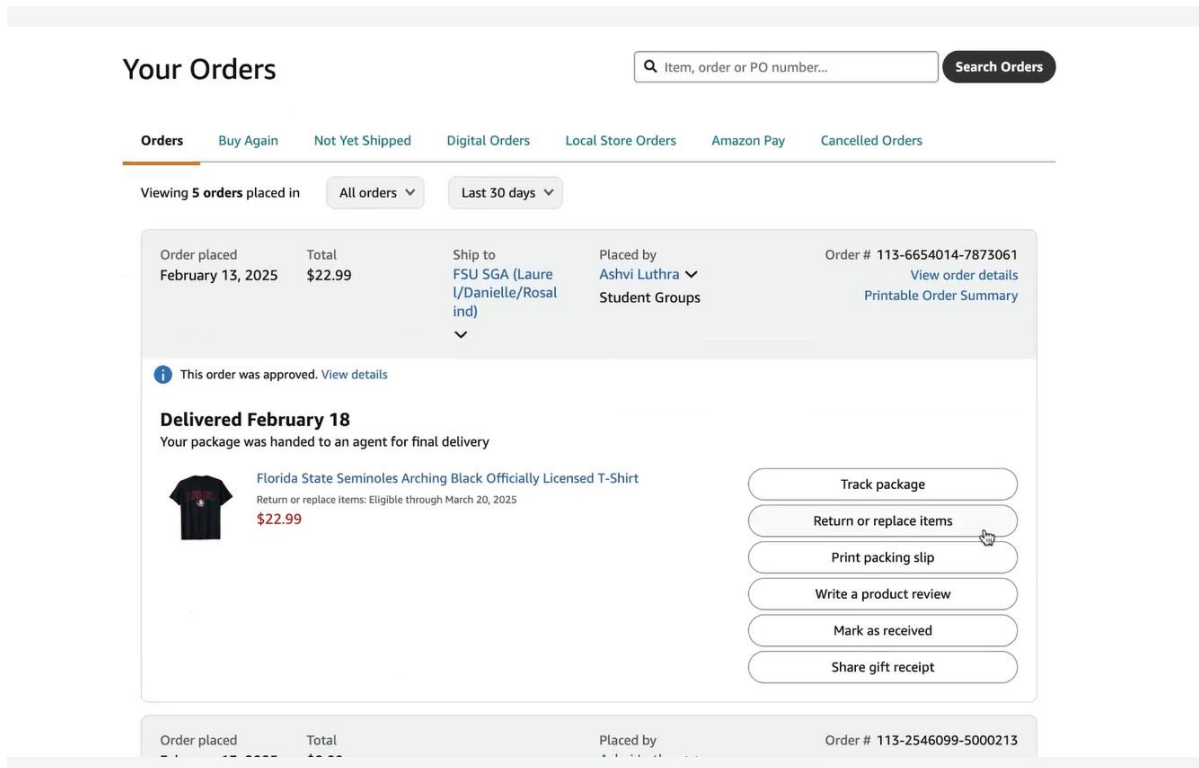
Continue shopping

Products related to your order

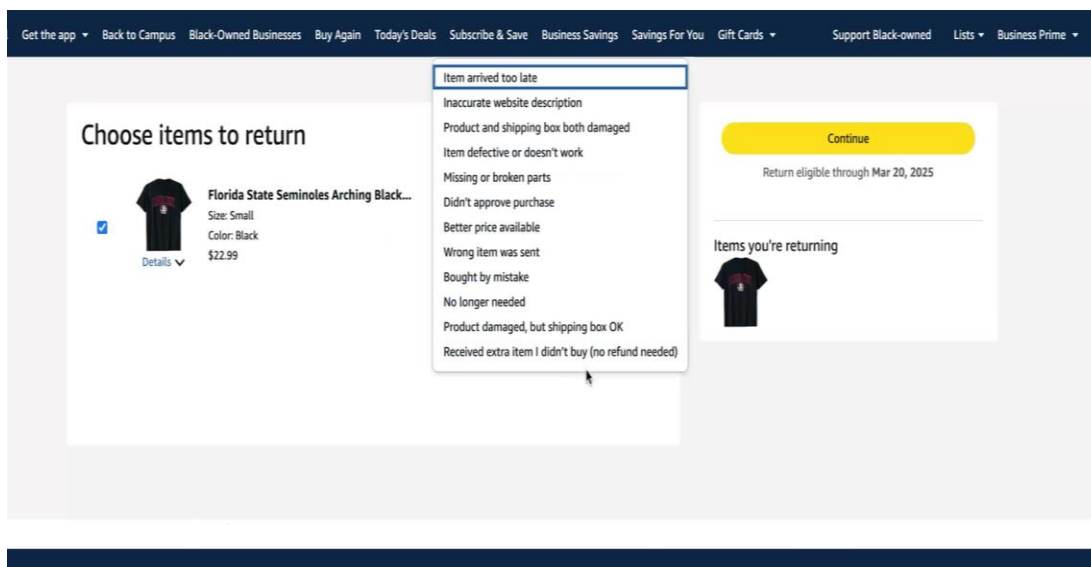
Steps for Item Return and Refund

1) Keep original packing in which items were delivered.

2) Go to My order. Click Return or replace items.



3) Click Choose a response dropdown. Then select a reason for return from the list.



4) Enter required justifications. Then click Continue.



Size: Small
Color: Black
\$22.99

Why are you returning this? (required)

Selecting the most accurate reason for your return helps us gather essential feedback, that enables us to continuously improve our services and product quality.
[Learn more](#)

No longer needed

Select a detailed reason

Too small/short

Tell us more about why are you returning.

Too small

491 characters remaining.

NOTE: We aren't able to offer policy exceptions in response to comments. Do not include personal information as these comments may be shared with external service providers to identify product defects.

Continue

Return eligible through Mar 20, 2025

Items you're returning



- 5) Select The UPS Store Dropoff option and choose FSU campus location. Then click Confirm your return.



Details

No box or label needed return options helps us reduce packaging and to fit more items into shipments, thus reducing trucks on the road!

☐ Whole Foods Dropoff - Open 7 Days a Week

FREE

☐ Staples Dropoff - In-store promotions available

FREE

☒ The UPS Store Dropoff

FREE

The UPS Store will pack, label, and ship your return for free. Just bring the item in its original manufacturer's packaging and disassemble the item (if applicable). We'll email you a QR code to ship your return. Show it to a store associate at any The UPS Store.

Printer not required.

Dropoff location:

THE UPS STORE

206 S WOODWARD AVE

TALLAHASSEE, FL, 32304

[Change Location](#)

Hours:

Mon - Fri: 08:00 - 18:30

Sat: 10:00 - 15:30

☐ UPS Dropoff — box and label needed

FREE

☐ UPS Pickup — box needed

\$7.99

Confirm your return

Return by Mar 21, 2025

Refund summary

Refund subtotal

\$22.99

Shipping (The UPS Store Dropoff)

\$0.00

Total estimated refund

\$22.99

\$22.99 will be sent to your original payment method

Items you're returning



6) Select Refund to your original payment method. Then click Continue

8

7) Click confirm return and note how long you have to print QR code and take to the FSU Campus UPS Store.

9